

**LITTLE MELTON PARISH COUNCIL MEETING**  
**at LITTLE MELTON PRIMARY SCHOOL**  
**on TUESDAY 26 NOVEMBER 2013 at 7.30 pm.**

**PRESENT**

John Heaser (Chair), Wendy Gilyead, Harold Kerslake, and Kevin Ward.  
In addition County Councillor Judith Virgo was present.  
Four members of the public, including John Symonds and David Chilvers were also present.

**APOLOGIES**

Apologies for absence were received from Paul Canning and Jo Runeckles and from District Councillor Garry Wheatley.

**DECLARATIONS OF INTEREST**

The Chair asked if any members wished to declare an interest in any item/items on the agenda. Wendy Gilyead declared an interest in 5.1.1. and Kevin Ward declared an interest in 5.1.3., 5.1.4. and 5.2.1.

**MINUTES**

The minutes of the Parish Council meeting held on 15 October 2013 were – on a proposal by Wendy Gilyead, which was seconded by Kevin Ward – accepted as a true record of the business conducted and therefore a copy was signed and dated by the Chair for retention in the Parish Council records.

**PUBLIC, DISTRICT AND COUNTY COUNCILLOR PARTICIPATION**

County Councillor Judith Virgo, as a member of the Children's Service Committee reported (a) that the proposed setting up of Parenting Groups which would focus on the safeguarding of children would now go to Committee in March rather than the originally envisaged January meeting, (b) the adoption of a Committee system (rather than a cabinet system) was agreed by Full Council on 25 November and, (c) confirmed that the County Council had agreed to make cuts of some £189m over 3 years.

**PLANNING**

**PC RECOMMENDATION**

2013/0961 Mrs M Brake (Full Application) proposing the erection of a new single storey dwelling on land to the south/east of 5 The Close. Amended application.

The Parish Council noted that the response to SNC on 12 June had been "No (further) views or comments".

2013/1481 Mrs E Smith seeking Full Planning permission for demolition of existing dwelling and erection of replacement dwelling at The Rookery, Watton Road.

The Parish Council had expressed (6/9/13) no views or comments in respect of this proposal.

2013/0086 Mr I Clark seeking Outline Planning permission, including means of access for residential development (20 dwellings) and ancillary works on land south east of The Gardens, Mill Road.

2012/1836 Timewell Properties Ltd seeking Outline Planning Permission for residential development (20 dwellings) and associated infrastructure works including highway improvement works at the Mill Road/Burnthouse Lane junction – on land north of Gibbs Close.

The Parish Council (single) response (email of 10/11/13) to SNC in respect of revised PAs 2013/0086 and 2012/1836 comprised 7 pages and included comments/views on highways, traffic, drainage and flooding.

In addition it was noted that Parish Councillor Kevin Ward had, as an individual parishioner, been in extensive email correspondence with David Higgins, Principal Engineer at NCC, concerning the carriageway, footway and County Council proposed (controversial) mini roundabout at the village crossroads.

Various considerations/implications were then debated and whilst it was appreciated that planning permission had been granted (subject to conditions) for 20 dwellings to the north of Ringwood Close, it was noted that the PAs proposing similar sized developments off Mill Road and off Gibbs Close had both been refused originally on highway grounds.

Other issues appreciated were (a) the lack of (some) information on the SNC website, (b) it was unlikely that the so called 5 year supply of designated land for development had been achieved/resolved by SNC and, (c) Mr Higgins at NCC appears to be saying that the proposed mini roundabout at the village crossroads is appropriate and an improvement in his judgement – so therefore it is

acceptable.

Also, as part of this discussion it was confirmed that Jayne and Stewart Cable had sent an email, on 11 November, to the Parish Council, which was seeking “an explanation as to why similar consideration was not given to the application in Ringwood Close”.

A draft email of response had been circulated to all Parish Councillors and, as no amendments had been proposed, this email of reply had been sent to Jayne and Stewart Cable on 17 November.

This formal response had been sent to them, after John Heaser, as Chair, had approached Jayne and Stewart Cable to talk to them face to face (this was refused) – particularly as it was not clear about whether some of the Cable’s questions related to historic events or to current ones.

It was noted that Jayne and Stewart Cable had not – despite an email request to do so on 25/11 – confirmed that they had received the Parish Council’s response of 17 November.

#### RESULTS

2013/0092 – Mrs J Grady seeking Outline Planning Permission for up to 20 (originally 28) residential units and associated highway works, with all matters reserved, on land south of Ringwood Close.

It was confirmed that this application has been approved, with a number of conditions, but the official notification (Approval Notice) from SNC, including details of the conditions, was still awaited.

2013/1813 – Mr Spencer Hood – Non Material Amendment to proposal granted planning permission (2013/0564/H).

This had been refused (Delegated Powers) planning permission, by SNC, on 15 November.

### **GNDP - HOUSING DEVELOPMENT PROPOSED TO THE NORTH OF HETHERSETT LDF – SITES SUGGESTED FOR DEVELOPMENT IN LITTLE MELTON C.I.L. REGULATIONS 2010 (AS AMENDED) – CONSULTATION**

There was nothing further reported under any of these three items.

#### **PARISH AMENITIES**

##### **FOOTBALL PITCH**

The HAFC fixtures for December were noted.

It was also reported that the Chair and The Clerk had met Matthew Wheeler, CGM Manager, recently and satisfactorily resolved any outstanding issues – although this was subject to a CGM proposed specification for the maintenance of the village playing field being agreed by the Parish Council.

##### **PLAY EQUIPMENT MAINTENANCE – ANNUAL SAFETY INSPECTION REPORT**

It was confirmed that the 2013 inspection had recently been undertaken, by The Play Inspection Company, and a full report had been received. This was overall a good report with only low risk remedial action required such as bolt head covers and the filling of some small gaps between some of the safety tiling etc.

It was agreed that a Working Party would be convened to undertake the necessary maintenance in the Spring of 2014 and that Paul Canning would be asked if he would take on the task of heading up the Working Party.

##### **VILLAGE PLAYING FIELD – DOG FOULING**

The matter of the purchase of a new Dog Waste Bin was discussed as was its location and some appropriate signage.

The Chair referred to the possible purchase of a larger DWB which could also dispense waste bags and could be sited just inside the S/E corner of the VPF. This was thought sensible, including the re-location of the existing DWB from just outside the S/E corner of the VPF to the north of the football pitch fixed onto the outside of the boundary fencing to the tennis court.

The Chair made the point that this larger DWB would – he anticipated – have the following (additional) costs:-

Approximately £60 per annum to empty, by SNC,

Approximately £80 per annum to purchase a supply of waste bags to dispense, and

Approximately £250 to purchase.

It was thought this was a reasonable way of combating/reducing the dog waste problem on the VPF – especially on the football pitch – and therefore it was agreed, prior to proceeding, the Clerk would consult SNC on these proposals to establish if they were acceptable in terms of the collection and the emptying service.

In addition the Clerk was requested to email The Play Inspection Company and ask if it was a requirement for signage, particularly in relation to the (age range) usage of the young children’s play equipment.

## SECTION 106 MONEY

It was confirmed that prior to determining what the balance of this receipt was that any ongoing costs (defibrillator), attributable to the Parish Council, had to be precisely determined.

### VILLAGE HALL RESPONSIBILITIES

It was reported that there was no action to note under this item.

### DEFIBRILLATOR

It was noted that the local school had paid approximately £1,700 to purchase the equipment and that John McDonald at the local shop tested the appliance once a month.

The Clerk said that he had been informed by Came & Company that the defibrillator was now included on the Parish Council's Insurance policy, at no extra cost (waived) until 30 September 2014, The additional annual premium for this inclusion would, it was understood to be £7.75, w.e.f. 1 October 2014.

Finally John Heaser said that his wife, Rebecca, had agreed to read all the defibrillator documentation with a view to ascertaining any maintenance issues/implications. (There are outstanding questions to be raised with the school about servicing costs in the event of the equipment being used.)

### VILLAGE HALL CAR PARK

The Clerk reported that Norse had now responded to the Parish Council's enquiry asking if they offered a standard type of contract that would be suitable for the clearance of snow and ice from the Village Hall car park – the response being that Norse do not undertake "stand alone" contracts. Only existing Norse customers could access such a service at an approximate cost of £13 per hour.

### BARRIER TO VILLAGE HALL/VILLAGE PLAYING FIELD CAR PARK

A late addition to the agenda had been a proposal, by John Symonds, for the erection of a barrier between the car park and the football pitch, in order to prevent possible illegal access by Gypsies/Travellers.

After considerable debate of this suggestion it was agreed that there were quite a number of issues and implications to consider, not least the consulting of the landowner (The Estate), CGM, the maintenance contractors, the Community Trust and Hethersett Athletic FC.

John Symonds had raised this possibility after becoming aware of an illegal occupation at Barford, and added that he had obtained a price of in the region of £900 for the erection of a galvanized pipe barrier (one metre high?) between the edge of the car park and the football pitch.

County Councillor Judith Virgo said that she understood that recent experiences of where such temporary occupations had occurred it had been possible to remove the Travellers within a couple of weeks. It was also mentioned that an injunction would have to be obtained.

In conclusion it was appreciated that this suggestion would require proper consideration and significant investigation and that initial enquiries should begin at an early date and that John Heaser would consult the landowners.

## HIGHWAYS

### PROPOSED CYCLE PATH LINK

John Heaser reported on his attendance at the NRP Management Liaison Meeting – at NRP – on Tuesday 5 November.

Progress on this provision was acknowledged to be slow and it was noted that it had been said that the link will need to be delivered with accompanying development. John Heaser suggested that the path could be delivered in phases and the meeting chair agreed to see whether it would be possible to make use of construction hard standing in order to 'cut off some corners'.

Overall the "Push the Pedalways" public consultation was confirmed as commencing on 26 November.

Other potentially related highway matters are:-

- Preparatory work on the Hethersett Lane junction with the Watton Road is due to begin in March, with construction (12-16 week contract) starting in April 2014,
- Norfolk County Council is planning to use Section 106 funds to widen the Watton Road west of Hethersett Lane,
- Suggested provision to encourage safer cycling along the Watton Road,
- The upgrading of the Anglian Water Foul Sewer with work anticipated to begin in April/May 2014. This will be in the form of a new connection to the existing sewer, by the River Yare, and is understood to be built westwards to connect with the Little Melton sewer at the top of Hethersett Lane.

## REPORTING OF MAINTENANCE MATTERS

Following various reporting by the Parish Council, some remedial action had been undertaken – such as the potholes near the pond towards the bottom of Green Lane.

However several matters still remained outstanding and in consequence the Clerk agreed to formally (again) pursue these defects with NCC Highways.

## COMPLIMENTARY SAMS PROJECT

Harold Kerslake reported that seven parishioners had participated in the tests – on 5 sites – over a number of weeks.

Harold added that the results of the data recorded were still awaited.

## PROPOSED 20 MPH SPEED LIMIT

Other than what had been discussed relating to planning applications/current residential development proposals nothing further was discussed under this item.

## SMALL LOCAL HIGHWAY IMPROVEMENT BIDS FOR 2014/2015

The Clerk said that there was nothing further to report from NCC regarding whether Little Melton's VAS2 bid is to be considered for inclusion in the forthcoming financial year's Parish Partnership Programme or possibly, as a late inclusion, in the capital programme for 2013/2014.

## TRAFFIC MANAGEMENT PROGRAMME 2013/2014 – B1108 WATTON ROAD, LITTLE MELTON.

### LOCAL SAFETY SCHEME

Following the letter, dated 2 October, informing the Parish Council that NCC is to implement a local safety scheme (speed limit of 50 mph) on the B1108/Watton Road, Little Melton, the Parish Council had suggested a reduction in the speed limit to 40 mph but this had been rejected, by the County Council, because this section of the B1108 would not meet the criteria for such a speed limit for a number of reasons.

Subsequently the Chair had emailed the County Council and proposed that the 40 mph speed limit, already in place on the Watton Road should continue at least as far as the road (Stocks Hill) to Bawburgh. The response of 7 November had said that, following some comments from the NCC preliminary consultation the scheme had been amended but had stated that the (new) 50 mph speed limit would begin just after the roundabout (and not west of Green lane) "as it provides some advantages in terms of continuity and sign clutter reduction".

Further emails of correspondence between the Chair and NCC had resulted in an email dated 6 December from NCC which included references to:-

- Guidance documents used by NCC seek to provide a system of understandable and enforceable speed limits.
- The view is taken that it is the driver's responsibility to drive to the road conditions as the posted speed limit is not a target speed but an absolute maximum.
- NCC must ensure that its speed limit message remains consistent and comparable across the county and avoids the confusion of too many changes in limits over a length.

## OVERGROWN HEDGING

Nothing further was reported under this item.

## FLOODING IN MILL ROAD

The Chair confirmed recent correspondence with NCC but added that he had not received any official reply from the Charity (allotments) Trustees.

It was noted that the ditch on the allotments running just inside Mill Road had recently, been cleaned out and cut deeper (by hand) – where the Highways drainage enters the allotments ditch.

## TEMPORARY TRAFFIC ORDER

The Clerk confirmed that a Temporary Traffic Order closing part of Braymeadow Lane would be effective, from 2 December, possibly until 6 December, and also said the necessary public notices had been displayed in accordance with the NCC instructions.

## GRIT BINS

The Clerk reported the rather long drawn out sequence of enquiries, including telephone calls and emails, which so far still had not resulted in grit being delivered into the new grit bin.

## CLERK'S CORRESPONDENCE

The Clerk of the Council's schedule of correspondence, as at 19 November, as given to all Parish Councillors, was noted.

A late addition, which had been emailed to all PCs, was also mentioned – this being an email from Norfolk A of LCMs – the weekly update w/e 22/11/13, including an attachment regarding Council Tax

Benefit Support Grant.

## **DISTRICT, COUNCIL AND REGIONAL DOCUMENTS**

The Clerk referred to the recent receipt of documents in respect of:-

- Town & Country (Local Planning) (England) regulations 2012 Regulation 25: Publication of the recommendations of the appointed person, and
- Joint Core Strategy for Broadland, Norwich & South Norfolk: Broadland part of the Norwich Policy Area Local Plan.

## **FINANCIAL**

### **BILLS**

On a proposal by Wendy Gilyead, which was seconded by Harold Kerlake, the following invoices were authorised for payment:-

Abate Limited – Pest control (moles) VPF advance payment 17.10.13-16.1.14 (101273)	£118.80
Mr R Sinclair – refund of official B/B (50%) 25/10-24/11/13 (101276)	£ 10.50
The Play Inspection Company – Play inspection – October 2013 (101274)	£ 71.94
CGM (Norwich) Ltd -VPF maintenance – October 2013 (101275)	£221.80
LM Parochial Church Council – Churchyard maintenance grant 2013 (2 <sup>nd</sup> half) (101277)	£710.00
K J Symonds – VPF young children’s play equipment repairs (101278)	£ 21.99
Little Melton Primary School – Hire of school hall, PCMs 3/9, 15/10 and 26/11/13 (101279)	£ 37.50
Mr R Sinclair – refund of official B/B (50%) 25/11-24/12/13 (101280)	£ 9.49

The Clerk also reported two receipts :-

HAFC – 2 youth football matches – 15/9 & 29/9/13 – amounting to £34.00

HAFC – 3 adult & 2 youth football matches – October 2013 – amounting to £110.50.

### **INTERNAL VERIFICATION**

It was noted that Wendy Gilyead would be undertaking (with the Clerk) the I.V. for the period mid-June to mid-September 2013 on 27 November.

### **MONITORING REPORT.**

The new monitoring process had yet to be instigated but Kevin Ward said that he would be addressing this matter shortly.

## **PARISH PRECEPT 2014/2015 – INITIAL CONSIDERATION**

It was appreciated that not all the required information – from SNC – has been received as yet, but the Parish Council has been informed that all the necessary information would be made available to the PC in advance of 14 January – the date of the next Parish Council meeting.

The Clerk stressed that the Parish Council submission must be made to SNC before Monday 20 January 2014.

A number of implications resulting from the likelihood that the PC would not receive as much (top up) grant as for 2013/2014 was discussed and the feeling – at this juncture – is that the Parish Council precept bid should be the same as for the current financial year, i.e. £20,576.

If it proved necessary that some expenditure would have to be reduced – albeit not substantially – it was thought that a small reduction to the sums allowed for maintenance/set-a-side could be made. Once SNC had supplied all the information to the PC the Chair said that he would email all the Parish Councillors with a view to resolving the precise precept (bid) figure in advance the PCM on 14 January.

## **PARISH COUNCIL INSURANCE**

The Clerk confirmed that he would be enquiring with another Parish Council, with similar responsibilities, and similar insurance liabilities, with a view to obtaining their costs for comparative purposes.

## **HETHERSETT & DISTRICT NURSING ASSOCIATION – LM REPRESENTATIVE**

The Clerk confirmed that Allan Bennett is now the Secretary of the Association and that Mr Bennett had informed the Clerk that he would be happy to continue as the Little Melton representative, for a further 5 years in this post. As there were no other nominations it was unanimously agreed that Allan Bennett be asked to continue as the village representative. The Clerk was asked to confirm this appointment with Mr Bennett and ascertain precisely when the new 5 year term of office would commence.

## **HETHERSETT & MELTONS SPORTS ASSOCIATION**

Nothing further was reported under this item.

**NEIGHBOURHOOD DEVELOPMENT PLAN**

Nothing further was reported under this item.

**DATE OF NEXT PARISH COUNCIL MEETING**

The date of the next Parish Council meeting was confirmed as being Tuesday 14 January 2014 beginning at 7.30pm in Little Melton Primary School. It was confirmed that at this meeting the final decision on the bid for the Parish Council precept for the financial year 2014/2015 would be made. There being no further business the meeting concluded at 9.00 pm.

**Chair**.....

**Date**.....